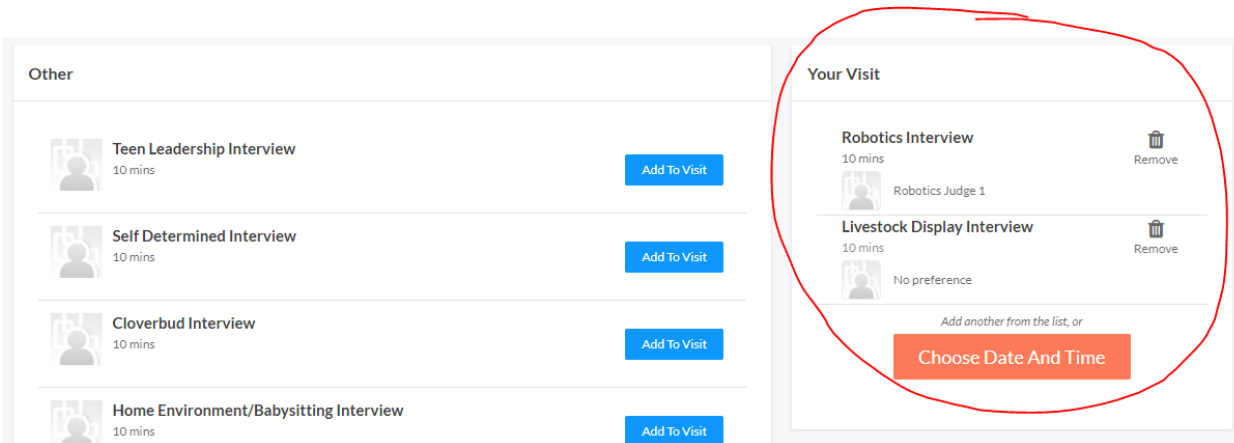


Indoor Interview Scheduling

- **Sign up for your indoor interview time!**
- Indoor Interviews are July 23rd in the Lewis and Clark Fairgrounds Exhibit Hall.
- Check-in begins at 8:00 AM.
 - Please check in at least 15 minutes prior to your first scheduled interview.
- Interview times are first come, first served.
 - If all time slots seem to be full, please call Lexi in the Extension Office at (406) 447-8346.
 - If you would like to sign up over the phone, please call the Extension Office at the number above.

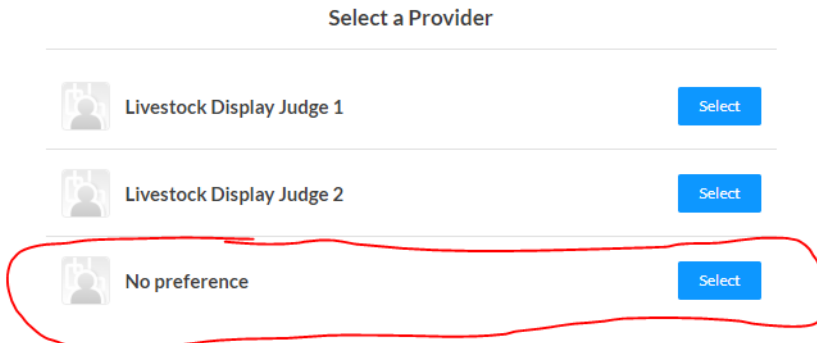
Instructions to Sign Up:

- 1) Please go to <https://www.schedulicity.com/scheduling/LACXLB>
- 2) Click the blue 'Schedule Now' button
- 3) You schedule one youth at a time.
 - a. Click 'Add To Visit' for each project interview needed. Select the interviews in the order you want to attend them.
 - i. Example: Click the Robotics Interview before the Livestock Display Interview because you know you'll need to travel between the BHB and the Exhibit Hall. **Livestock Display should always be scheduled last so you aren't late for interviews in the Exhibit Hall.**



The screenshot shows a scheduling interface with two main sections: 'Other' and 'Your Visit'. The 'Other' section lists four interview options, each with a 10-minute duration and an 'Add To Visit' button: Teen Leadership Interview, Self Determined Interview, Cloverbud Interview, and Home Environment/Babysitting Interview. The 'Your Visit' section, which is circled in red, shows two interviews already added: Robotics Interview (with Robotics Judge 1) and Livestock Display Interview (with No preference). Each has a 'Remove' button. Below these is a link 'Add another from the list, or' and a large orange button labeled 'Choose Date And Time'.

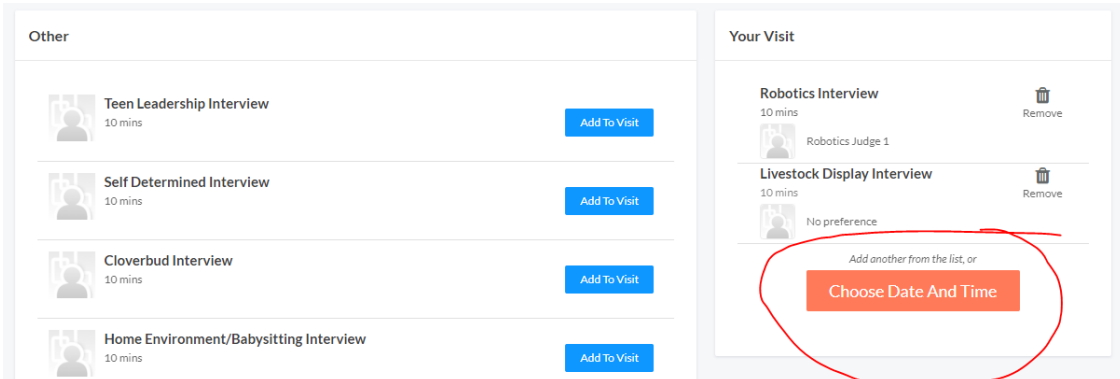
- 4) It will ask you to select a provider (judge).
 - a. Some projects have more than one judge. To see all times available, click 'No Preference'
 - b. Follow this process until you have all the project interviews you signed up for listed to the right.



The screenshot shows a 'Select a Provider' section with three options, each with a 'Select' button: Livestock Display Judge 1, Livestock Display Judge 2, and No preference. The 'No preference' option and its button are circled in red.

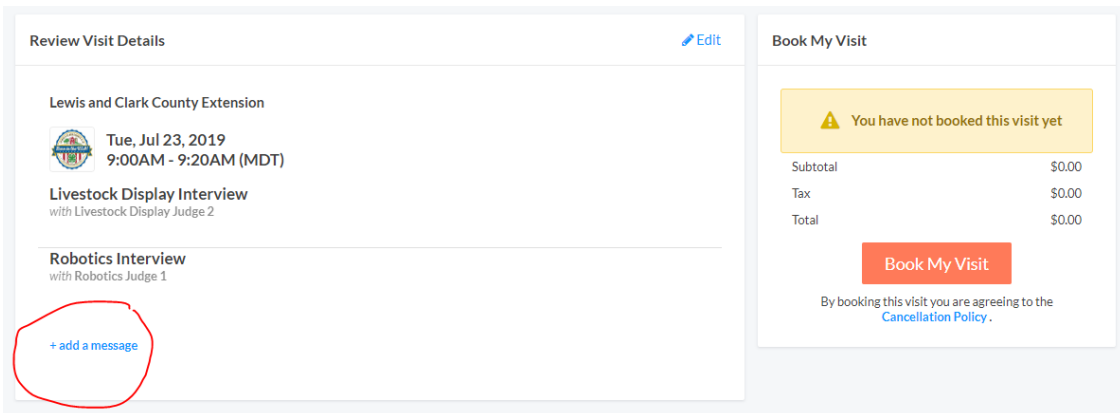
Indoor Interview Scheduling

5) Click, 'Choose Date And Time'



- The 23rd should be the only date available. Please click on it.
- You will be asked to choose a time. Interviews are in ten minute time slots.
 - Example: If you signed up for the Robotics interview and then Livestock Display and choose the 9:00 time slot, the Robotics Interview will be first at 9 AM and the Livestock Display will be second at 9:10 AM
 - If you want to switch the order of interviews, you need to go back.

6) You will review your details. Please click '+ add a message' to add the name of the youth interviewing (if you sign up as a parent). If youth signed up under their own name, they can skip this step.



- Then click 'Book My Visit', and you're done!
 - You may be asked to create an account if you haven't used Schedulicity before. Please do this.
 - Please repeat this process for each additional youth.